Slava Music Academy
Daycare Agency

FAMILY REGISTRATION FORM

Client / Agency Agreement

This agreement outlines the understanding between the Client (Parent/Guardian) and SMADA Family Day Home Agency regarding the care and supervision of the client's child(ren).

General Agreement

- As a client of SMADA Family Day Home Agency, I acknowledge and agree to follow all Standards and Policies set forth by SMADA, as well as those outlined in the SMADA Family Handbook.
- I agree to cooperate with the requirements and expectations of both SMADA and my Family Day Home (FDH) Educator, understanding that the educator is screened, approved, and regularly monitored by SMADA's Child Development Consultants in accordance with Alberta Children's Services – Child Care Licensing Regulations, Family Day Home Standards, and SMADA policies and procedures.

SMADA Family Day Home Agency follows an inclusive care approach. While individual educators may have limitations based on their licensed capacity, training, or home environment, the agency works with families to explore reasonable accommodations and supports for children with diverse needs, in accordance with applicable legislation and program standards.

Liability

- I release SMADA, its agents, and employees from any and all liability for personal or consequential injury that may occur to my child(ren) while in the care of the day home educator. (This clause does not absolve the individual educator of personal liability.)

Child Information Sharing

- I understand that my child(ren)'s Child Profile Form and related information will be shared with the assigned FDH Educator and any approved alternate care educators to ensure they are fully informed of my child(ren)'s needs and any pertinent details related to their well-being and care.

Schedule and Contract Changes

- If there are any changes to the contracted hours or days of care, I agree to discuss these changes with my educator. A new Child Profile Cover Sheet and Financial Agreement must be completed and submitted to SMADA before any changes take effect.

Attendance and Communication

- It is my responsibility to inform the educator in advance if my child(ren) will be late or absent. The educator is not required to remain at home if no prior notice is given.
- I will also notify the educator in advance of any school closures, professional development (PD) days, or holidays that affect my child(ren)'s attendance. Additional fees may apply for care provided during such days.

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Written Permissions

Written authorization from the parent/guardian is required for:

• **Off-Site Activities or Transportation:** Written authorization is required for any off-site activity or transportation. The educator will provide the appropriate SMADA permission form, and all activities will follow agency policies and licensing standards.

• **Medication Administration:**
Written authorization from the parent/guardian is required for medication administration. The educator will provide a SMADA Medication Permission Form for approval. All medication must be in its original labeled container. All medication will be administered strictly according to the doctor's prescription or the manufacturer's labeled instructions.

Holiday / Statutory Closures

The day home will be closed on the following statutory holidays:

- **New Year's Day**
- **Family Day,**
- **Good Friday**
- **Easter Monday**
- **Victoria Day**
- **Canada Day**
- **Heritage Day**
- **Labour Day**
- **National Day for Truth and Reconciliation**
- **Thanksgiving Day**
- **Remembrance Day**
- **Christmas Day**
- **Boxing Day.**
- **• Winter Holiday Closure (typically December 24 through January 1)**

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Holiday Closures and Alternate Care

If care is required on a statutory or agency closure day, families may arrange alternate care directly with their educator. Please note:
Such arrangements are private agreements between the parent/guardian and the educator.

The educator—whether your regular educator or an alternate—must be paid directly by the parent/guardian for any care provided on those days.
These additional care fees are not included in your regular monthly payment to SMADA.

SMADA is not involved in scheduling, approving, or processing payment for any private alternate care.

Fees are not prorated for absences due to vacation, holidays, illness, or other missed days of care.

Official government or agency closure days remain non-operational under SMADA's license; any care provided separately is considered private babysitting and outside SMADA's liability and insurance coverage.

Termination of Services

If you wish to withdraw your child from care, a minimum of one full calendar month's written notice must be provided to both SMADA Family Day Home Agency and your Family Day Home Educator.
We appreciate your cooperation and understanding in this matter.
The agency or educator may also terminate care for a child or family. This may occur when behaviours escalate to ongoing safety concerns, significantly disrupt the program, or do not improve despite reasonable intervention. In such cases, the agency will follow the Behaviour Escalation and Possible Discontinuation of Care process outlined in the SMADA Educator Policy Manual and the Discontinuation of Care section of the SMADA Parent Handbook.

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Acknowledgment of Policies and Procedures

By signing this agreement, the client confirms that they have read, understood, and agreed to comply with all policies and procedures outlined in the SMADA Family Handbook, including but not limited to:

- **Emergency medical procedures**
- **Backup and emergency care**
- **Medication administration**
- **Behaviour guidance**
- **Media consent policy**
- **Financial agreement**
- **Contagious disease and illness policy**
- **Holiday closure policy**
- **Late pick-up fee policy**
- **Off-site**

Parent/Guardian Declaration

I have read and understood the Client/Agency Agreement and agree to follow all requirements outlined within it and in the Parent Handbook.
I confirm that the information I have provided for my child(ren) is accurate and complete to the best of my knowledge.
I agree to promptly notify SMADA Family Day Home Agency of any changes relevant to my child's care, health, or family circumstances.

_____	_____	_____
PARENT/GUARDIAN NAME	**PARENT/GUARDIAN NAME**	**DATE**

_____	_____	_____
. **EDUCATOR NAME**	**EDUCATOR SIGNATURE**	**DATE**

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Agency / Client / Educator Financial Agreement

This agreement is made between the (Parent/Guardian)_____,
Slava Music Academy Daycare Agency (SMADA) and the Family Day Home Educator

(name)_____

Start Date of Care:_____

Days and Hours of Care :_____

Child Care Services and Fees

The client agrees to the following child care arrangement and payment terms:

- **Full-Time Care:** billed at a monthly rate of $326.25

- **Part-Time Care:** billed at a monthly rate of $230.00

Optional services (e.g., additional programs, meals, or extended hours) may be arranged directly between the educator and the parent. These are not mandatory and will incur additional fees as agreed upon by both parties.

Back-Up Care: If back-up care is arranged through SMADA, it will be provided at the same daily rate as the child's regular care unless otherwise communicated in advance. Back-up care is provided by another approved SMADA educator who has a current Criminal Record Check with Vulnerable Sector Search completed and meets the required child care certification level in accordance with licensing standards.

A $15.00 processing fee applies to all payments made by credit card.

Registration Fee and Deposit

- A non-refundable registration fee of $90.00 per family is required at the time of enrollment. This is a one-time registration fee per child and made to SMADA.

- A $200.00 deposit is also required at registration. This deposit will be refunded in the final month of care, provided that proper notice of withdrawal has been given and all account balances are paid in full (also paid to SMADA).

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PAYMENT TERMS: Monthly fees are due on the first (1st) day of each month or on the first day of attendance, whichever comes first.

Current rates: $326.25 full-time, $230 part-time, plus a one-time $90 non-refundable registration fee.

Fees include the educator payment, agency administration fee, and any applicable transaction charges.

Payments are made directly to the educator as outlined in the family's agreement.

Child care services may be suspended without notice if payment or government subsidy is not received on time. SMADA cannot extend credit or make alternate payment arrangements.

A $75.00 charge applies to any returned or declined payments. Replacement payment must be received within 24 hours (via e-transfer or other approved method) to prevent disruption of care.

_____	_____	_____
PARENT/GUARDIAN NAME	PARENT/GUARDIAN NAME	DATE

_____	_____	_____
EDUCATOR NAME	EDUCATOR SIGNATURE	DATE

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Optional Fee Services and Adjustments

Optional services may be arranged directly between educators and parents.

These services are permitted but not mandatory, and any associated additional fees will be charged to the parent based on mutual agreement.

All fee adjustments must be submitted to the consultant together with an updated Client/Agency Agreement that reflects the new rates. These documents must be received at least 10 business days prior to the effective date of the change; otherwise, the adjustment will take effect in the next month's billing cycle.

Out-of-School Care Subsidy

Out-of-School Care may be offered on a part-time basis through SMADA Family Day Home Agency. Children enrolled in Out-of-School Care must attend the day home for a minimum of 50 hours per month to meet government subsidy requirements.

The program does not provide vehicle transportation to or from school, but in some day homes there may be walking transportation available. Families are responsible for arranging school transportation independently.

Families who qualify for Child Care Subsidy through Alberta Children's Services may receive financial assistance, subject to eligibility and attendance requirements.

Parents are responsible for full payment of child care fees if subsidy is not approved, delayed, or does not cover the full amount.

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Vacations, Illness, and Statutory Holidays

Fees are not reduced or prorated for vacations, illness, statutory or provincial holidays, or any other absences.
The child's space is reserved exclusively for them during this period, and therefore, full fees apply regardless of attendance.

Termination of Services

Families are required to provide a minimum of one full calendar month's written notice when withdrawing from care. Notice must be given to both the family day home educator and SMADA Family Day Home Agency.

Income Tax Receipts

- SMADA Family Day Home Agency will issue an annual payment summary to each educator by February 28 of the following year for income tax purposes.
- Educators will issue annual payment receipts to each family by February 28, showing the total child care payments received during the previous year.

Unpaid Accounts

Overdue accounts will be reported to the Credit Bureau, Equifax, and Revenue Canada, and may be forwarded to a collections agency. If all other collection efforts are unsuccessful, legal action will be taken through Small Claims Court. Additional charges may apply, including interest, court costs, collection fees, attorney fees, and any other related expenses.

I have read and understood the Financial Agreement and agree to comply with all requirements outlined in this document and in the Family Handbook.

PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE	DATE

EDUCATOR NAME	EDUCATOR SIGNATURE	DATE